



UNITED STATES DISTRICT COURT
Southern District of Ohio

CAREER OPPORTUNITY

POSITION TITLE: District Court Mediator #07-04

STATUS: Five year term, renewable

LOCATION: Cincinnati, Ohio

STARTING SALARY RANGE CL 31 (\$87,376-\$142,029) *depending upon experience and qualifications

CLOSING DATE: April 23, 2007 at 4 p.m.

POSITION OVERVIEW

Responsible for providing mediation and other settlement services at the direction of the judges throughout the District (i.e. Cincinnati, Dayton and Columbus). Overnight travel within the Southern District of Ohio may be required. The incumbent reports to the Chief Judge of the District Court. This position is physically located in the Circuit Court mediator's office

REPRESENTATIVE DUTIES

- * Initiates and facilitates confidential settlement discussions, including acting as neutral mediator; meets together and privately with parties and their counsel to help identify their interests and concerns, and help them develop and evaluate options for voluntary resolution of their disputes.
- * Formulates ADR policy and goals for court approval including strategic and long range plans. Assists the Court in establishing policies and procedures for the operation of this new program which could include coordination of limited discovery and filing requirements with the Court's judicial officers.
- * Designs, implements, analyzes, and refines mediation/settlement procedures.
- * Assists the local rules committee with the Court's ADR Local Rules, court orders and forms.
- * Represents the Court and its ADR/settlement programs to the bar and public while serving as a visible and accessible information source for presentations, surveys, questions and requests.
- * Participates in national ADR conferences, including as faculty in national FJC programs for judges and court administrators, and serves as liaison with state and local bar associations and courts.
- * Monitors legal decisions and congressional action affecting ADR/settlement, and new developments to continue the improvement of delivery of ADR services.
- * Ensures smooth quality control over ADR and settlement case processing and generates statistics.
- * Analyzes and evaluates collected data, assesses the Court's programs, prepare reports on program results and makes recommendations for improving programs and procedures.
- * Travel within the Southern District of Ohio, including possibly overnight.

* All other duties as assigned.

PREFERRED SKILLS

Must demonstrate strong analytical skills as well as a high degree of sensitivity and maturity, and a reputation for integrity and discretion.

Knowledge of ADR processes, including arbitration, mediation, judicial settlement conferences, non-binding summary trials, trials and the use of special masters. Must furnish evidence of superior mediation skills or experience demonstrating extraordinary abilities to facilitate consensus among competing parties in high stakes or highly conflictual situations.

Working knowledge of federal practice and federal court rules and procedures.

Superior skill in written communication, including writing, editing and proofreading of memoranda, opinions, orders, judgments and other complex documents.

Superior skill in the verbal presentation of legal concepts and matters concerning court administration.

Ability to meet and communicate effectively with a wide variety of people including peers, members of the Bar, and their clients and judicial officers.

The ability to self initiate and work with a high degree of autonomy since mediation discussions are strictly confidential and off the record.

The ability to exercise mature professional judgment in an environment where priorities change rapidly.

EXPERIENCE

Must have at least seven (7) years of professional experience after receipt of the J.D. Must be admitted to practice before the highest court of a state, territory, commonwealth or possession of the United States. Administrative experience is desired.

EDUCATION

Must be a graduate of an accredited law school.

EMPLOYEE BENEFITS

The U. S. District Court offers an excellent working environment. Court employees are covered by the Court Personnel System and are entitled to benefits that include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, life insurance, annual and sick leave and Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses), Long Term Disability Plan, periodic salary increases and Thrift Savings program with matching funds. Benefits also include at least 13 paid vacation days and 10 paid holidays per year.

The United States District Court is part of the Judicial Branch of the United States Government. All applicants must be U.S. citizens. Judiciary employees serve under excepted appointments (not civil service) and are at will employees. This position is subject to mandatory Electronic Funds Transfer

for payment of net pay.

APPLICANT PROCESS

Forward cover letter, detailed resume with a narrative of experience in the settlement arena, and three recent professional references to:

Human Resources Manager
United States District Court
103 Potter Stewart U.S. Courthouse
100 E. Fifth Street
Cincinnati, OH 45202

The court reserves the right to amend or withdraw any announcement without written notice to applicants. **Applicants invited for an interview may be subject to a criminal records check. All employees are subject to a background check or investigation, periodic reinvestigation, if applicable, and that retention depends upon a favorable suitability determination.** Positions within the U.S. District Court are designated as workplace drug testing positions and applicants considered for a position may be subject to pre-employment drug testing.

THE COURT IS NOT AUTHORIZED TO REIMBURSE CANDIDATES FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES. THE U. S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY IN THE WORKPLACE.